

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	EO/DDA	<i>DM</i> 13/5
2.		
3.	<i>ADDC</i>	
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Authentic: cc to D/O 4

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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HARRY E FITZWATER
DEPUTY DIR FOR ADMINISTRATION
CENTRAL INTELLIGENCE AGENCY
WASH DC 20505

IN OCTOBER 1981, THE OPERATING HOURS OF THE NATIONAL CAPITAL REGION SWITCHBOARDS WERE CHANGED FROM 24 HOURS PER DAY, 7 DAYS PER WEEK TO 16 HOURS PER DAY, 5 DAYS PER WEEK. IN SEPTEMBER 1982, THE OPERATION WAS COMBINED INTO A SINGLE COMPUTERIZED OPERATION - THE NATIONAL INFORMATION AND ASSISTANCE FACILITY. MOST OF THE ACTIVITY ON THIS SWITCHBOARD OCCURS DURING THE NORMAL BUSINESS HOURS. THE VOLUME OF CALLS HAS STEADILY DECREASED BETWEEN THE HOURS OF 8 P.M. AND MIDNIGHT. AN INDEPTH ANALYSIS OF THE TYPES AND QUANTITY OF CALLS HANDLED BY THE SWITCHBOARD AFTER 8 P.M. HAS BEEN COMPLETED, AND MY STAFF CONCLUDED THAT THE PROPOSED CURTAILMENT OF OPERATING HOURS WOULD HAVE A MINIMAL IMPACT ON SERVICE PROVIDED. ALL ROUTINE CALLS CAN BE HANDLED WITHOUT BENEFIT OF AN OPERATOR BY DIRECT DIALING.

THE CENTRAL OFFICE HAS APPROVED A CHANGE IN OPERATING HOURS OF THE NATIONAL INFORMATION AND ASSISTANCE FACILITY. THE NEW OPERATING HOURS, EFFECTIVE MAY 16, 1983, WILL BE FROM 8 A.M. TO 8 P.M., MONDAY THROUGH FRIDAY. THE SWITCHBOARD WILL BE CLOSED ON SATURDAYS, SUNDAYS, AND HOLIDAYS.

I BRING THIS MATTER TO YOUR ATTENTION FOR PLANNING PURPOSES AND COORDINATION WITH YOUR STAFF. IF YOU HAVE ANY FURTHER QUESTIONS OR NEED ADDITIONAL INFORMATION, PLEASE CONTACT THE PLANNING SECTION ON 472-9327.

JAMES G WHITLOCK ACTING REGIONAL ADMINISTRATOR GENERAL SERVICES
ADMINISTRATION WA 7TH & D STS SW WASH DC 20407

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